

- **Row break** – inserts a horizontal page break above a selected cell in a row. For example, if the selected cell is H15, then a row break is created between rows 14 and 15.
- **Column break** – inserts a vertical page break to the left of the selected cell in a column. For example, if the selected cell is H15, then a column break is created between columns G and H.

When a manual break is inserted, it appears as a blue line or as a bold line between the rows or columns on the display. The actual appearance depends on your computer setup. To see manual break lines more easily on your display, you can change their appearance. Go to **Tools > Options > LibreOffice > Application Colors** and scroll down to the *Spreadsheet* section where you can change how page breaks appear.

Inserting page breaks

- 1) Select the cell where you want to insert a manual break in the spreadsheet.
- 2) Go to **Sheet > Insert Page Break** on the Menu bar.
- 3) Select **Row Break** to insert a row break above the cell or **Column Break** to insert a column break to the left of the cell.

Alternatively, go to **View > Page Break** on the Menu bar. Select the cell where you want to insert a manual break, right-click in the spreadsheet and select **Row Break** or **Column Break** from the context menu. Remember to go to **View > Normal** on the Menu bar and return to the standard spreadsheet view.

Deleting page breaks

- 1) Select the cell where you want to delete a manual break from the spreadsheet.
- 2) Go to **Sheet > Delete Page Break** on the Menu bar.
- 3) Select **Row Break** to delete a row break from above the cell or **Column Break** to delete a column break from the left of the cell.

Note

The **Column Break** or **Row Break** options are grayed if an appropriate cell has not been selected, either to the right of a column break or below a row break.

Deleting multiple page breaks

Multiple manual row and column breaks can exist in the same spreadsheet. If you want to remove all breaks from the spreadsheet:

- 1) Go to **View > Page Break** on the Menu bar.
- 2) Right-click in the spreadsheet and select **Delete Page Breaks** in the context menu to remove all manual breaks from your spreadsheet.
- 3) Go to **View > Normal** on the Menu bar to return to the standard spreadsheet view.

Printing options for page styles

When using page styles for your spreadsheets, you can include printing options within the page style. For example, page order, details, scale to be printed, and so on. Using page styles allows you to quickly set up and change the printing options of different sheets within your spreadsheet. See Chapter 4, Using Styles and Templates, for more information about page styles.